

Case Manager Job Description template

Case Manager Job Description Template/Brief

We are seeking a dedicated Case Manager to join our team. The Case Manager will coordinate and manage services for clients to improve their well-being and independence. This role involves assessing client needs and developing personalized care plans. The ideal candidate should have strong interpersonal skills, empathy, and experience in case management.

Case Manager Job Profile

The Case Manager will work closely with clients, healthcare providers, and other stakeholders to ensure effective service delivery. They are responsible for developing and implementing care plans that address clients' specific needs. This position requires excellent communication skills, problem-solving abilities, and an understanding of social services.

Reports To

The Case Manager reports to the Director of Case Management.

Case Manager Responsibilities

- Assess clients' needs through interviews and consultations.
- Develop individualized care plans with clear goals and timelines.
- Coordinate and monitor services with healthcare providers and community resources.
- Advocate for clients' needs and rights within the healthcare system.
- Maintain accurate and up-to-date client records and documentation.
- Evaluate and adjust care plans as clients' needs change.
- Facilitate communication between clients, families, and service providers.
- Provide emotional support and guidance to clients and their families.
- Stay informed about community resources and services available to clients.

Case Manager Requirements & Skills

- Previous experience in case management or social work.
- Strong communication and interpersonal skills.
- Ability to develop and implement effective care plans.
- Empathetic approach to client care and support.
- Familiarity with local healthcare and social services systems.
- Proficient in maintaining accurate client records and reports.
- Bachelor's degree in Social Work, Psychology, or a related field.